

Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- ☐ Resolution
- ☐ Tax Installment Agreements
- ☐ RFP/ BID/ Best Value Procurement
- ☐ Application for Facility Use
- ☐ Interlocal Agreements
- ☒ Other Personal Services Contracts

- ☐ Staffing Table Changes
- ☐ Tax Refunds
- ☐ Budget Transfer
- ☐ Bldg. Permits/Inspection
- ☐ Contract/Lease Agreement

- ☐ Board Appointments
- ☐ Donations
- ☐ Item Placed by Citizen
- ☐ Introduction of Ordinance
- ☐ Grant Application

511

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☐ Legal Review Required
- Attorney Assigned (please scroll down): Lupe Cuellar
- ☒ Approved
- ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Individuals' contracts are being renewed for positions of Senior Telecommunications Specialist and Telecommunications Specialists. They are currently assigned to the Public Safety Technology office and work on all voice communication systems (radio, telephones, and microwave). Contract employees, contracts must be approved by City Council before she can assume her duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

Armando Almanza:	\$1216.87	Telecom Specialist I
Marcos Guerrero:	\$1576.66	Senior Telecom Specialist
Emilio Natividad:	\$1522.17	Senior Telecom Specialist
Camerino Gonzalez	\$1487.09	Senior Telecom Specialist
Adrianna Serrano-Laredo	\$1602.43	Senior Telecom Specialist
Tommy Yanez	\$1482.55	Senior Telecom Specialist

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have these resources in place due in order to provide continued communications support for all City of El Paso public safety entities.

84 JUL 10 2004
10:10 AM

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ARMANDO ALMANZA**, to assist the Information Technology Department as a Telecommunications Specialist at a biweekly rate of \$1,216.87 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

APPROVED this 7th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ARMANDO ALMANZA**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Telecommunications Specialist; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Two Hundred Sixteen and 87/100 Dollars (\$1,216.87).

The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State

of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Armando Almanza

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 7th day of July , 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Armando Almanza
SSN:

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

TELECOMMUNICATIONS SPECIALIST

(EL PASO CONTRACT POSITION)

Summary

Under general supervision, perform a variety of ordinary high and low voltage voice and data communication systems installation, maintenance and configuration, and recommend and arrange changes in service and system components.

Typical Duties

Program telephone switches and key equipment. Involves: Connect telephones, fax machines and related equipment according to floor plan or vendor specified instructions. Customize system configuration by moving and changing phones and reassigning telephone extensions and network facilities. Operate and test equipment to determine correct installation or eliminate malfunctions. Maintain security access for voice and data systems. Perform system backup procedures using remote software administration. Generate periodic system reports by applying remote administration software. Use system call accounting to analyze usage or determine long distance charges by individual telephone extensions.

Install, dispense, and troubleshoot telephone and voice and data radio communication units. Involves: Receive and issue radios to employees. Visit various sites to inspect, locate, and diagnose operational problems. Perform maintenance tasks such as diagnostic testing, departmental coordination for troubleshooting, removing affected units and reinstalling repaired or refurbished units. Ascertain and refer repairs to be made by contracted repair service. Maintain multiple databases for inventory and diagnostic control. Program the radio units and assign identification numbers for each unit. Program, install and maintain Mobile Data Terminals (MDTs) and the Automatic Vehicle Location (AVL) System which includes customizing and designing ancillary hardware for installation of equipment based on various models of vehicles. Keep schematics of designs and records of system equipment, maintenance charges, repair status and history.

Perform other duties as assigned. Involves: Substitute for coworkers or supervisor during temporary absences. Recommend voice and data communication equipment options to meet user department requirements.

Minimum Qualifications:

Training and Experience: Equivalent to a combination of a high school diploma or GED supplemented by two (2) years of trade or vocational school electronics coursework, plus two (2) years of experience installing, maintaining or configuring radio, telephone or data communications equipment.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent issued by another state required at time of appointment. Must possess Basic Radio Installation Certification within six (6) months following appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

ARMANDO ALMANZA

████████████████████
████████████████████

(915) 857-3884 Residence

(915) 240-6020 PCS

OBJECTIVE

To obtain a position fully utilizing my work experience, skills, and education in a challenging work environment.

QUALIFICATIONS

Highly motivated, responsible individual with proven supervisory, mechanical, electrical, pneumatic, plastic injection molding, quality assurance, troubleshooting, problem-solving resolution, and customer service skills. Perform responsibilities with a high degree of autonomy. Computer literate. Focused on excellence in job performance and teamwork to obtain optimal results. Thrive on new challenges and results-oriented. Excellent interpersonal relations, communication, and organizational skills. Verbal and written communication skills in English and Spanish.

PROFESSIONAL EXPERIENCE

Telecommunications Technician **CITY OF EL PASO**

2000 to Present
El Paso, Texas

Program and relocate telephone extensions, mobile data terminals, AVLs, radio systems and wall jacks. Troubleshoot and diagnose operational problems of telephones, radios, mobile data links, switches, and key systems. Repair, replace and exchange equipment as required for proper function. Drafted and illustrated technical and telephonic layouts. Fabricated metal bracketing for equipment installation.

Electrician Helper **CITY OF EL PASO**

2000 to Present
El Paso, Texas

Provide communication installation of wiring and soldering activities for two-way mobile radios for city's vehicles utilizing diagrams and manuals. Vehicles include law enforcement, ambulances, and city construction vehicles.

Taxi Driver **UNITED INDEPENDENT CAB COMPANY**

1998 to 1999
El Paso, Texas

Provided safe and timely transportation for customer to city locations. Logging, accounts receivable, and vehicle maintenance. Provided high quality customer satisfaction.

Supervisor **ELCOM, INC.**

1989 to 1998
El Paso, Texas

Supervised production activities for up to 60 personnel for a four-shift schedule. Oversaw all thermo plastic processing operations. Utilized 10 to 400 ton presses and machinery to include Van Dorn, Engles, Nessiess, and Toshiba. Other positions included Operator, Process Technician, and Mold Set-Up Technician. Set-up molding machines, set/adjusted parameters, identified and resolved molding problems. Processed plastic components and maintained all molds for runs/storage. Adjusted and set parameters.

EDUCATION

Plastic Injection Molding/Plastic Technology-Certification 480 hours
El Paso Community College, Advanced Technology Center, El Paso, Texas

Reference furnished upon request